



DELAWARE JUDICIARY

SUPERIOR COURT OF DELAWARE

Non-Merit Position

(This position is exempt from the State of Delaware Merit System)

Posting # SC0701N10

IN-HOUSE PROMOTIONAL/LATERAL TRANSFER OPPORTUNITY

JUDICIAL OPERATIONS MANAGER

Opening Date: July 19, 2010

Closing Date: July 27, 2010

Vacancy Exists

Salary: \$37,386 MIN. - \$46,732 MID. Pay Grade 13

Recruiting For: Superior Court of Delaware

Location: New Castle County (Please check this county on your application).

Nature and Scope:

This is the first line manager of a unit of a court's operations (i.e., 24-hour JP Courts or other designated courts, county-wide operations for CCP, criminal or civil divisions in Family Court, or a major functional unit of Superior Court or Chancery Court operations) responsible for program/administrative responsibilities such as implementing policies/procedures, representing the courts' operations in the testing of pilot programs as the subject matter experts and implementing new programs as a result of legislation. Positions typically report to an administrative superior.

Minimum Qualifications: Please address each item separately on the Minimum Qualifications page of the application. Resumes may not be substituted for the application. Failure to do so will result in disqualification. Applicants must meet each of the following qualifications. Failure in any one area will result in a rating of "not qualified."

1. Experience interpreting court policy and procedure and making recommendations concerning court operations and case flow.
2. Experience in supervision.
3. Experience utilizing computers and automated court case processing systems.
4. Experience in the application of court case management and processing activities.
5. Ability to communicate effectively.

Conditions of Employment:

- A satisfactory criminal background check is required as a condition of employment.
- Direct deposit of paychecks is required as a condition of employment.

Benefits: To learn more about the comprehensive benefit package please visit the web-site at <http://ben.omb.delaware.gov/programs/index.shtml>.

Submitting Your Application:

Visit the website at <http://courts.delaware.gov/Career%20Opportunities/> Click on “apply” next to the job posting and print, or complete and print, the Judicial Branch Non-Merit Employment Application in either WORD or PDF format. Applications should be submitted by any one of the formats listed below prior to the closing date stated on this announcement.

1. Mail your application to:
Superior Court of Delaware
New Castle County Courthouse
500 N. King Street, Suite 2850
Wilmington, DE 19801
2. Fax your application to: (302)255-2350, Attention: Human Resources
3. Send your application as an e-mail attachment with the words “Application Form” in the subject line to: apps.superior@state.de.us

Attachments to Applications:

- Please do not submit copies of evaluations, letters of reference, training certificates, or college transcripts unless requested.
- If supplemental information is requested by the posting, be sure to include it when you submit your application prior to the closing date.
- Applications or additional information will not be accepted after the closing date.
- Resumes will not be accepted unless accompanied by the application.

Accommodations:

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458.
- TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

The Delaware Judiciary - An Equal Opportunity and Affirmative Action Employer